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## OFFICE MEMORANDUM

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**DATE:** August 28, 2002

**TO:** Region Engineers  
Region Delivery Engineers  
TSC Managers  
Resident/Project Engineers  
Region Construction Engineers

**FROM:** Larry E. Tibbits  
Chief Operations Officer

John C. Friend  
Engineer of Delivery

**SUBJECT:** Bureau of Highway Instructional Memorandum 2002-17  
Contractor Claim Decision Letters

Effective immediately, please send all (project, region and central office) claim decision letters to the contractor by **certified** mail. The Return Receipt is to be placed in the project file. This documentation will be used when determining if subsequent appeals are timely. If you receive what appears to be an untimely appeal from a contractor, contact the Attorney General's Office (517-373-1479) for recommended action.

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Chief Operations Officer

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Engineer of Delivery

BOHTS:C/T:PAL:kab

Subject Index: Central Office Review

cc: C&T Div. Staff	AUC
Real Estate, M. Frierson	K. Trentham
Design Division, M. VanPortFleet	CRAM
Maintenance Div, C. Roberts	MRBA
J. Friend	MRPA
T&S Div., J. O'Doherty	MAPA
C & T Div., J. Culp	ACEC
T. Anderson	MCPA
OEO - S. El Ahmad	MPA
C. Rademacher	MCA
V. Blaxton	MAA
B. Jay	